

**UPPER BRUSHY CREEK
WATER CONTROL AND IMPROVEMENT DISTRICT
1850 ROUND ROCK AVE, ROUND ROCK, TX 78681
REGULAR BOARD MEETING MINUTES
MARCH 24, 2017**

CALL TO ORDER: The Regular meeting was called to order at 4:00 p.m. by President Jeff Sawyer.

ROLL CALL: The roll call was taken by the District Secretary.

DIRECTORS PRESENT: Jeff Sawyer, President (Late Arrival); Robert Adams, Vice-President; Miguel Villarreal (Late Arrival), Secretary/Treasurer; Mike Freeman, Director; and Jeremiah Williams, Director.

STAFF PRESENT: Ruth Haberman, General Manager; Lisa Moravitz, District Secretary; Chris Tschirhart, Project Manager; and District Counsel, Charlie Crossfield

RESIDENTS AND OTHERS PRESENT AT SAID MEETING:

- Alysha Girard, City of Round Rock
- Tim Hudgeons, Citizen
- Kathy Cook, Citizen
- Emily Reeves, Enterprise Pipeline
- Randy Lueders, City of Cedar Park
- Tina Standard, FNI (Consultant)
- Jason Lewis, Lewis Contractors
- Justin Lewis, Lewis Contractors
- Mike Lenherr, URS/AECOM (Consultant)

CITIZEN COMMUNICATIONS: None

CONSENT AGENDA:

- *1. Approval of meeting minutes for:
 - a. February 16, 2017 Regular Meeting
- *2. Discussion and possible action on financial reports, payment of bills, credit card statement, and TexPool Statements:
 - a. Financial reports;
 - b. Payment of bills;
 - c. Credit Card Statement;
 - d. TexPool Statements.

Motion by Director Williams, second by Director Freeman to accept the consent agenda as presented.

Motion carried. (3 – 0) Villarreal and Sawyer Late Arrival

ADMINISTRATION:

- 3. Discussion and possible action regarding Development Permit - Enterprise Pipeline at Dam #16.

Secretary/Treasurer Villarreal expressed his concerns and requested this item be brought back for approval after complete construction plans have been reviewed by the District to understand what is actually going to be constructed, and to verify emergency access provisions.

Motion by Director Williams, second by Director Freeman to approve the Development Permit as submitted for Enterprise Pipeline at Dam #16. Motion carried. 3 – 2 (Villarreal and Sawyer)

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4. Discussion and possible action regarding award of new Contracts for Professional Services:
 - a. Contract for Surveying Services to Inland Geodetics, LLC;
 - b. Contract for Surveying Services to Surveying and Mapping, LLC.

Motion by Director Williams, second by Vice-President Adams to approve the Professional Services Contracts as submitted for Inland Geodetics, LLC and Surveying and Mapping LLC. Motion carried unanimously.

5. Discussion and possible action regarding award of Work Authorizations (WA):
 - a. WA#1 for 2017 Regular Dam Maintenance to Moir Watershed Services, LLC;

Motion by Director Williams, second by Director Freeman, approving the work authorization to Moir Watershed Services, LLC as presented. Motion carried unanimously.

- b. WA#10 for On-Call Surveying Services to Halff Associates, Inc.;

Motion by Secretary/Treasurer Villarreal, second by President Sawyer, approving the work authorization to Halff Associations, Inc. as presented. Motion carried unanimously.

- c. WA#1 for On-Call Services to HDR Engineering, Inc.

Secretary/Treasurer Villarreal recommended the Work Authorization be increased from \$5,000 to \$10,000.

Motion by Secretary/Treasurer Villarreal to approve the work authorization as amended to HDR Engineering, Inc. in the not to exceed amount of \$10,000. Motion carried unanimously.

DAM MODERNIZATION PROJECTS:

6. Discussion and possible action on Pedernales Electric Cooperative (PEC) Utility Easement for Dam #7 Modernization Project.

Motion by Director Williams, second by Director Freeman approving the Pedernales Electric Cooperative (PEC) Utility Easement for the Dam #7 Modernization Project. Motion carried unanimously.

7. Staff report on Dam #7 Modernization Project – Construction.

The Project Manager provided a brief report on the status of the Dam #7 Modernization Project. Discussion included the contractor not paying the sub-contractors for work performed and the issue is being carefully monitored by staff. **No action taken.**

8. Staff report on Dam #8 Modernization Project – 90% Design.

The Project Manager provided a brief report on the status of the Dam #8 Modernization Project. **No action taken.**

CAPITAL IMPROVEMENT PROJECTS:

9. Staff report on City of Round Rock/District Dam #101 Project – 30% Design.

The Project Manager provided a brief report on the status of the Dam #101 Project. **No action taken.**

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10. Staff report on Dam #102 Project – 30% Design.

The Project Manager provided a brief report on the status of the Dam #102 Project. **No action taken.**

11. Discussion and possible action on Freese & Nichols, Inc. work authorization amendment for Dam #22 - Permanent Repairs, Tasks 3, 4 and 5.

Motion by Secretary/Treasurer Villarreal, second by President Sawyer approving the work authorization amendment #2 for Dam #22 as presented. Motion carried unanimously.

MISCELLANEOUS PROJECTS:

12. Staff report on the Dam #10B Outlet Remediation Project;

The Project Manager provided a brief report on the status of the Dam #10B Outlet Remediation Project. **No action taken.**

13. Staff report on District office building.

The General Manager provided a brief report on the status of the District property purchase and new office building. **No action taken.**

CLOSING ITEMS:

14. Staff report on active Development Permits and other activity within District easements.

- The final walk through was conducted with the City of Round Rock Parks and Recreation Department at Old Settlers Park.
- The General Manger provided at brief update on the Manville Waterline at Dam #21 regarding the waterline relocation alignment recommended by Manville staff.

No action taken.

15. General Manager's report.

- Final Payment was received from FEMA through TDEM for the Dam #22 emergency repairs for the approved grant amount. TDEM has notified the General Manager that it is possible the District may receive funding for the additional amount requested.
- The Drainage Study that the District participated in for the Great Oaks Bridge has been completed.
- Moir Watershed Services is ready to get started on Spring dam maintenance and has begun mobilizing equipment to the sites.
- The General Manager submitted outreach letters to entities within the District requesting a designated representative, and the City of Round Rock has designated Alysha Girard. A follow up will be conducted with the other entities.
- A demonstration was presented on the GIS mapping portal that will be posted to the District website.

No action taken.

16. Discussion and possible action on items to be added to the agenda for the next meeting.

It was the consensus of the Board to move the April 21, 2017 regular meeting to April 26, 2017.

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EXECUTIVE SESSION PURSUANT TO CHAPTER 551, TITLE 5, TEXAS GOVERNMENT CODE.

The Board went into executive session at 5:10 pm.

17. Executive session as authorized by Sec. 551.072 (Real Property) related to the deliberation regarding purchase, exchange, lease, or value of real property.
- a) Acquisition of real property for future office building.
 - b) Easement acquisition: Dams #7, #8, #101, and #102.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION. No action taken. The Board adjourned out of executive session at 5:27 pm.

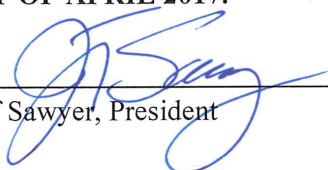
ADJOURNMENT. President Jeff Sawyer adjourned the meeting at 5:30 p.m.

DATED AT ROUND ROCK, TEXAS ON THIS 26th DAY OF APRIL 2017.

ATTEST:



Lisa Moravitz, District Secretary



Jeff Sawyer, President